

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

DEPT OF VETERANS AFFAIRS
PO BOX 942895 ROOM 403
SACRAMENTO, CA 94295-0001



Employee Name	CHAVEZ, ROCKY
Expense Dates	06/19/10-06/28/10
Total Expense Amount	1010.40
Amount Due Employee	485.19
Form ID	TEA000700693

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	06/24	Lodging	92.40	
2)	06/25	Lodging	94.16	
3)	06/25	Gasoline	36.04	
4)	06/26	Lodging	123.80	
5)	06/27	Gasoline	19.93	
6)	06/28	Gasoline	21.36	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved by: _____

JOHN P TREMBLAY

Travel & Expense Account Summary

Employee Name ROCKY CHAVEZ
Expense Dates 06/19/10-06/28/10
Report Name RC's June Travel II

Request Total \$ 1010.40
Direct Charge Total - 525.21
Travel Advances - 0.00
Net Due Employee = **485.19**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Southern CA	1005.40
Non-Travel Expenses	VFW	5.00

NOTE: (d)=Direct Charge

DATE	Sat Jun 19									TOTAL
Mileage, Personal Auto	5.00									5.00
TOTALS \$	5.00									5.00

DATE	Thu Jun 24	Fri Jun 25	Sat Jun 26	Sun Jun 27	Mon Jun 28					TOTAL
Lunch	10.00	10.00	10.00							30.00
Dinner	18.00	18.00								36.00
Commercial Air Fare (d)	164.70				164.70					329.40
Lodging	92.40	94.16	123.80							310.36
Breakfast		6.00	6.00							12.00
Incidentals		6.00	6.00							12.00
Gasoline		36.04		19.93	21.36					77.33
Parking, Auto			2.50							2.50
Auto Rental (d)				195.81						195.81
TOTALS \$	285.10	170.20	148.30	215.74	186.06					1005.40

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	VFW	06/19/10	Mileage, Personal Auto	5.00	Cash
Regular Travel	Southern CA	06/24/10	Lunch	10.00	Cash
Regular Travel	Southern CA	06/24/10	Dinner	18.00	Cash
Regular Travel	Southern CA	06/24/10	Commercial Air Fare	164.70	Direct Charge
Regular Travel	Southern CA	06/24/10	Lodging	92.40	Cash
Regular Travel	Southern CA	06/25/10	Breakfast	6.00	Cash
Regular Travel	Southern CA	06/25/10	Lunch	10.00	Cash
Regular Travel	Southern CA	06/25/10	Dinner	18.00	Cash
Regular Travel	Southern CA	06/25/10	Incidentals	6.00	Cash
Regular Travel	Southern CA	06/25/10	Lodging	94.16	Cash
Regular Travel	Southern CA	06/25/10	Gasoline	36.04	Cash
Regular Travel	Southern CA	06/26/10	Breakfast	6.00	Cash
Regular Travel	Southern CA	06/26/10	Lunch	10.00	Cash
Regular Travel	Southern CA	06/26/10	Incidentals	6.00	Cash
Regular Travel	Southern CA	06/26/10	Parking, Auto	2.50	Cash
Regular Travel	Southern CA	06/26/10	Lodging	123.80	Cash
Regular Travel	Southern CA	06/27/10	Gasoline	19.93	Cash
Regular Travel	Southern CA	06/27/10	Auto Rental	195.81	Direct Charge
Regular Travel	Southern CA	06/28/10	Gasoline	21.36	Cash
Regular Travel	Southern CA	06/28/10	Commercial Air Fare	164.70	Direct Charge

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SACRAMENTO, CA 94295-0001



Employee Name	CHAVEZ, ROCKY
Expense Dates	06/02/10-06/17/10
Total Expense Amount	2445.94
Amount Due Employee	780.15
Form ID	TEA000682309

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	06/03	Lodging	94.08	
2)	06/03	Gasoline	17.32	
3)	06/06	Gasoline	38.31	
4)	06/06	Taxi Fare	35.00	
5)	06/14	Gasoline	24.55	
6)	06/14	Parking, Auto	27.00	
7)	06/16	Lodging	92.89	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	43:123	This trip is less than 24 hours and Dinner has been claimed. Validation of trip start/end time required.	
2)	23:23b	This trip is less than 24 hours and Breakfast has been claimed. Validation of trip start/end time required.	

I have reviewed the following documents.

Travel & Expense Account
Transmitted Sheet

Approved by:

JOHN P TREMBLAY

Travel & Expense Account Summary

Employee Name ROCKY CHAVEZ
Expense Dates 06/02/10-06/17/10
Report Name RC's June 2010 Travel

Request Total \$ 2445.94
Direct Charge Total - 1665.79
Travel Advances - 0.00
Net Due Employee = **780.15**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	US Army	3.50
Regular Travel	Redding	283.39
Regular Travel	AMVETS/WLA	665.21
Regular Travel	San Diego/Fresno	1493.84

NOTE: (d)=Direct Charge

DATE	Wed Jun 2	Thu Jun 3	Fri Jun 4	Sat Jun 5	Sun Jun 6					TOTAL
Commercial Air Fare (d)	334.20	692.80								1027.00
Lunch		10.00	10.00	10.00						30.00
Dinner		18.00	18.00							36.00
Incidentals		6.00	6.00	6.00						18.00
Lodging		94.08								94.08
Parking, Auto		5.00								5.00
Auto Rental (d)		51.79	51.84		83.50					187.13
Gasoline		17.32			38.31					55.63
Breakfast			6.00							6.00
Taxi Fare					35.00					35.00
TOTALS \$	334.20	894.99	91.84	16.00	156.81					1493.84

Travel & Expense Account Summary

DATE	Fri Jun 11	Mon Jun 14								TOTAL
Lunch	10.00	10.00								20.00
Dinner	18.00	18.00								36.00
Mileage, Personal Auto	85.00									85.00
Parking, Auto	3.00	27.00								30.00
Commercial Air Fare (d)	164.70	161.70								326.40
Incidentals	6.00	6.00								12.00
Breakfast		6.00								6.00
Auto Rental (d)		125.26								125.26
Gasoline		24.55								24.55
TOTALS \$	286.70	378.51								665.21

DATE	Wed Jun 16	Thu Jun 17								TOTAL
Dinner	18.00									18.00
Lodging	92.89									92.89
Breakfast		6.00								6.00
Mileage, Personal Auto		166.50								166.50
TOTALS \$	110.89	172.50								283.39

DATE	Tue Jun 8									TOTAL
Mileage, Personal Auto	3.50									3.50
TOTALS \$	3.50									3.50

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Sn	06/02/10	Commercial Air Fare	334.20	Direct Charge
Regular Travel	Sn	06/03/10	Lunch	10.00	Cash
Regular Travel	Sn	06/03/10	Dinner	18.00	Cash
Regular Travel	Sn	06/03/10	Incidentals	6.00	Cash
Regular Travel	Sn	06/03/10	Commercial Air Fare	692.80	Direct Charge
Regular Travel	Sn	06/03/10	Lodging	94.08	Cash
Regular Travel	Sn	06/03/10	Parking, Auto	5.00	Cash
Regular Travel	Sn	06/03/10	Auto Rental	51.79	Direct Charge
Regular Travel	Sn	06/03/10	Gasoline	17.32	Cash
Regular Travel	Sn	06/04/10	Breakfast	6.00	Cash
Regular Travel	Sn	06/04/10	Auto Rental	51.84	Direct Charge
Regular Travel	Sn	06/04/10	Lunch	10.00	Cash
Regular Travel	Sn	06/04/10	Dinner	18.00	Cash
Regular Travel	Sn	06/04/10	Incidentals	6.00	Cash
Regular Travel	Sn	06/05/10	Lunch	10.00	Cash
Regular Travel	Sn	06/05/10	Incidentals	6.00	Cash
Regular Travel	Sn	06/06/10	Gasoline	38.31	Cash
Regular Travel	Sn	06/06/10	Taxi Fare	35.00	Cash
Regular Travel	Sn	06/06/10	Auto Rental	83.50	Direct Charge
Non-Travel Expenses	US Army	06/08/10	Mileage, Personal Auto	3.50	Cash
Regular Travel	AMVETS/WL	06/11/10	Lunch	10.00	Cash
Regular Travel	AMVETS/WL	06/11/10	Dinner	18.00	Cash
Regular Travel	AMVETS/WL	06/11/10	Mileage, Personal Auto	85.00	Cash
Regular Travel	AMVETS/WL	06/11/10	Parking, Auto	3.00	Cash
Regular Travel	AMVETS/WL	06/11/10	Commercial Air Fare	164.70	Direct Charge
Regular Travel	AMVETS/WL	06/11/10	Incidentals	6.00	Cash
Regular Travel	AMVETS/WL	06/14/10	Breakfast	6.00	Cash
Regular Travel	AMVETS/WL	06/14/10	Lunch	10.00	Cash
Regular Travel	AMVETS/WL	06/14/10	Dinner	18.00	Cash
Regular Travel	AMVETS/WL	06/14/10	Incidentals	6.00	Cash
Regular Travel	AMVETS/WL	06/14/10	Commercial Air Fare	161.70	Direct Charge
Regular Travel	AMVETS/WL	06/14/10	Auto Rental	125.26	Direct Charge
Regular Travel	AMVETS/WL	06/14/10	Gasoline	24.55	Cash
Regular Travel	AMVETS/WL	06/14/10	Parking, Auto	27.00	Cash
Regular Travel	Redding	06/16/10	Dinner	18.00	Cash
Regular Travel	Redding	06/16/10	Lodging	92.89	Cash
Regular Travel	Redding	06/17/10	Breakfast	6.00	Cash
Regular Travel	Redding	06/17/10	Mileage, Personal Auto	166.50	Cash